

Pacific Southwest Region

Outreach Notice Modoc National Forest



Budget Analyst, GS-0560-09/11, NTE 1-year detail/temp promotion

The Modoc National Forest is planning to fill a NTE 1-year detail/temp promotion position for a **Budget Analyst, GS-0560-09/11**, with a duty station of Modoc National Forest Supervisor's Office in Alturas, CA. **This position will be filled competitively, and may lead to a permanent position.** Interested individuals are encouraged to complete the attached voluntary Outreach Interest Form and send it to Deborah Yamagiwa at dyamagiwa@fs.fed.us by the close of business on **October 17, 2014**.

MAJOR DUTIES:

Performs a variety of budget analysis functions in assigned areas. Work may be performed in any segment of the normal range of budget administration work performed by the organization including budget formulation, budget presentation-enactment, or budget execution. Duties typically performed include the following: assisting in the preparation of budget estimates and justifications; interpreting OMB directives and circulars; providing information and advice to program managers; reviewing bureau and office budget submissions for reasonableness, accuracy, and conformance with procedures and guidelines; monitoring budget; recommending reprogramming of funds as needed.

Evaluates data submitted for consistency with historical data, current levels of operations, and anticipated changes in staffing and/or funding levels. Revises data as needed based on workload levels. Checks the accuracy and adequacy of budget justifications submitted by managers in support of budget requests and prepares further justification as needed to support requests. Validate depot new orders, workload, carryover, financial, labor hours and manpower requirements, all justifications to assure compliance with all budgetary guidance. Project labor and overhead rates for the preparation of fixed prices. Assures compatibility of projected costs between the budget and fixed prices for the assigned mission.

Performs rigorous analysis of budget requests by employing techniques such as cost benefit analysis, program trade-off, and exploring alternative methods of funding. Performs or directs analysis of performance, program status, trends against programmed missions, and utilization of resources in relation to program accomplishments and mission objectives. Meets frequently with Chief Financial Officer personnel, program control personnel, and management representatives to gather and provide information, to coordinate budget and Period of Performance (POP) requirements, and to resolve problems relating to funding or financial matters.

Performs supervisory duties 20% or less of the time.

Plans the work to be accomplished by the unit, assigns work to employees, and establishes production or quality standards for the unit's work. Establishes and communicates guidelines and performance requirements to employees; conducts formal performance reviews; and identifies and

provides for the developmental and training needs of employees. Hears and resolves employee complaints, effects minor disciplinary measures, and recommends action in more serious cases. Performs administrative and human resources management functions for the unit; provides advice, counsel or instruction on both administrative and work matters; and assures full compliance with safety regulations.

Promotes equal opportunity and employs nondiscriminatory practices for merit promotion, recruitment and hiring of applicants; encouragement, recognition and fair treatment of all employees; and career development and full utilization of employees' skills. Adheres to nondiscriminatory employment practices regarding race, color, national origin, age, disability; and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal; or because all or part of an individual's income is derived from any public assistance program.

For more information on this position, contact Amanda McAdams at amcadams@fs.fed.us

ABOUT THE FOREST:

The Modoc National Forest sits in the extreme northeastern portion of California, mainly in rural Modoc County, and is considered high desert. Elevations range from 3500 feet to over 10,000 feet. Vegetation varies from grasslands to dense timber. The Forest is bounded by the Oregon state line on the north, Medicine Lake Highlands and a volcanic zone on the west, Madeline Plains to the south, and the Warner Mountain Range to the east.

The Modoc National Forest covers an area of approximately 1.69 million acres within Modoc, Lassen and Siskiyou Counties in Northern California. On the eastern portion of the forest, it borders the Lava Beds National Monument on three sides. To the west, the South Warner Wilderness can be found in the southeast section of the Warner Mountain Ranger District. The Wilderness has very steep slopes on the east side and moderate slopes on the west. A variety of vegetation adorns the area from high desert sagebrush and juniper to high alpine terrain.

The landscapes we manage include vast lava flows with sparse vegetation, lush grasslands and juniper, aspen and mixed conifer forests. Proactive vegetation management is an important element of caring for our public lands, and the professional staff of the Modoc leads the way by setting the standards for others to follow. With that, the preservation of biological diversity, and the sustainment of forest health are important to us.

The Modoc manages wildlife, range, recreation, timber, mineral and fire suppression programs. Specialists working here include botanists, foresters, wildlife biologists, archaeologists, range conservationists, engineers, business management and public relations professionals. We enjoy excellent working relationships with tribes, local, state and other federal agencies.

More information on the Modoc National Forest is on our website: <http://fs.usda.gov/modoc/>

ABOUT THE COMMUNITY:

Alturas:

The Supervisor's office is located in Alturas, CA, which has a population of 3000, and is the county seat of Modoc County. Alturas is a full service community with a hospital, doctors, public schools, businesses, and recreational facilities. The cost of living is reasonable. Home costs range from \$100,000 to \$250,000. Rentals for 2-3 bedrooms are approximately \$300-\$500. The public school system provides instruction for grades K-12 and offers numerous extra-curricular activities. Additionally, the Lassen College Extension Office offers a variety of night courses. Alturas also has various churches representing many denominations.

For More Information Contact: Alturas Chamber of Commerce, 522 S. Main Street, Alturas, and CA. 96101. Telephone is 530-222-4433; and, FAX 530-222-4434, or visit their website at www.alturaschamber.org/

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OUTREACH INTEREST FORM

Modoc National Forest



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Please submit outreach response by **October 17, 2014** to Deborah
Yamagiwa at dyamagiwa@fs.fed.us

NAME: _____

E-MAIL ADDRESS: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____

AGENCY EMPLOYED WITH: _____ USFS _____ BLM _____ OTHER _____

TYPE OF APPOINTMENT: _____ PERMANENT _____ TEMPORARY _____ TERM

_____ VRA _____ PWD _____ OTHER

CURRENT REGION/FOREST/DISTRICT: _____

CURRENT SERIES AND GRADE IF APPLICABLE:

CURRENT POSITION TITLE: _____

WHERE DID YOU HEAR ABOUT VACANCY/OUTREACH?

IF NOT A CURRENT PERMANENT (CAREER OR CAREER CONDITIONAL) EMPLOYEE
ARE YOU ELIGIBLE TO BE HIRED UNDER ANY OF THE FOLLOWING SPECIAL
AUTHORITIES:

- _____ PERSON WITH DISABILITIES
- _____ VETERANS RECRUITMENT ACT
- _____ DISABLED VETERANS W/30% COMPENSABLE DISABILITY
- _____ VETERANS EMPLOYMENT OPPORTUNITIES ACT OF 1998
- _____ FORMER PEACE CORPS VOLUNTEER
- _____ PATHWAYS PROGRAM
- _____ OTHER _____

Submission of this form is voluntary – Thanks for your interest!

“This is not an application to any current vacancies”.